



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR HEALTH PLANNER
Posting Number	PN# 109802
Department	Health and Human Services
Division	Disease Prevention and Control
Section	Bureau of HIV/STD Prevention
Reporting Location	8000 N. Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Performs comprehensive planning and program analyses for the Bureau of HIV/STD Prevention.

CORE FUNCTIONS

- Provides staffing and planning assistance for the development and maintenance of the Bureau's sponsored community planning task forces to include the HIV Prevention Community Planning Group.
- Develops the Houston Area HIV/STD Prevention Comprehensive Plan in partnership with key professionals and community planning partners.
- Develops evaluation techniques used in planning various HIV/STD Prevention services.
- Establishes and maintains community liaison with providers of HIV/STD services, and other planning activities.
- Assists in the development, outcome, and monitoring toward the Bureau's goals and objectives.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Master's degree in Business Administration, Public Administration, Public Health or a related social science.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of experience in health planning are required. A Bachelor's degree in Business Administration, Public Administration, Public Health or a related social science and four years of work experience in public health planning or research may be substituted for the above requirements.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).

PREFERENCES

- Experience in HIV/STD Prevention Planning.
- Strong written and verbal communication skills
- Working knowledge of HIV/AIDS and relevant Community Based Organizations.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 20

\$1,151 - \$2,138 Biweekly \$29,926 - \$55,536 Annually

OPENING DATE

April 5, 2006

CLOSING DATE

April 18, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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